

Cover Supervisor

Information for Applicants



Birchwood
Community High School



Letter from the headteacher



September 2026

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

It is essential that we appoint the right person to this role, and it is important that their values and views align with what we are trying to achieve as well as our philosophy on staff wellbeing and development.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Cover Supervisor vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on joinus@birchwoodhigh.org

Vacancy details:**Salary Scale**

NJC Grade 5 £26,824 - £29,540 FTE. (Actual pay is £23,074-£25,410)

Contract

Fixed Term (until 31st August 2027 in the first instance), 32.5 hours per week, Term time only, plus 5 INSET days.

Method of Application

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

Closing Date

Applications received after the closing time of 9am on Wednesday 16th September 2026 will not be considered.

Interview Dates

TBC

Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected.

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand (twiegand@birchwoodhigh.org) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,



Emma Mills
Headteacher



‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’



Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



School Profile

- The school joined One Community Trust on 1st September 2023.
- The school is of an average size with 894 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 40%, which is above the national average.
- The proportion of students with SEND (ECHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Cover Supervisor
Reporting to	Assistant Headteacher
Job purpose	Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered. To supervise whole classes of students and ensure that set work is completed in the absence of the teacher. The work will be mainly supervisory where a teacher has set work or where students are able to undertake effective self-directed learning. When cover is not required, to carry out such functions of a teaching assistant or administrative and clerical functions as are commensurate with the grade of the post, as directed
Key Tasks and Accountabilities	• To undertake registration and lesson cover for whole classes across a range of subjects. • Supervise students who are undertaking work that has been set so that high quality teaching and learning continues. • Respond to any questions from students about process and procedures so they can continue with their set work. • Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured. • Collect any completed work after lessons and ensure it is returned to the relevant member of the teaching staff. • Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. • Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of staff is fully aware of the situation. • Oversee the 'Catch-up' session for absent students each night after school. • To undertake invigilation and/or implementation of Access Arrangements for examinations as and when required. • To contribute to creating and sustaining a positive learning environment at Birchwood Community High School. • Any other task as required by the Headteacher or SLT.

All employees have the responsibility to:
• Ensure any documentation produced is to a high standard • Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person • Participate in training and other learning activities as required • Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate • To promote the area of responsibility within the academy and beyond • To represent the academy at events as appropriate • To support and promote the academy ethos • To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

JOB TITLE	GRADE
Cover Supervisor	Grade 5

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked Essential are the key requirements. You should pay particular attention to these points and provide evidence of meeting them.

Criteria	Essential	Desirable
Qualifications & Experience	- GCSE Mathematics and English Language A*-C or equivalent - Higher Level Teaching Assistant Status or Good honours degree - Extensive experience of working with children - Extensive experience in supporting and delivering programmes of intervention for students with behaviour or social communication difficulties - Experience in implementing and delivering a range of intervention programmes on an individual, small group and class level - Experience of ICT	- Range of SEN qualifications and courses - Experience in implementing and delivering a range of intervention programmes on an individual, small group and class level - Experience of working within a large school environment
Skills	- National Curriculum targets and requirements - Ability to create, maintain and analyse student records - Experience relationships with students - A desire to work with students - Excellent communication skills, both written and spoken - Patient, tolerant and be able to work under pressure - Highly motivated and able to use own initiative - A commitment to inclusive education and a willingness to response to the needs of all students - Ambition, energy, enthusiasm, determination and drive - Reliability, flexibility, professionalism and integrity	
Other Requirements	Enhanced DBS Clearance	

